

## **Section 2**

### **Service Specifications**

**Outreach and Advocacy (HMS 501-15-01-A)**

**Residential Services (HMS 501-15-01-B)**

# **Outreach and Advocacy**

**HMS 501-15-01-A**

## Section 2

### Service Specifications

#### 2.1 Introduction

##### A. Overview, purpose or need

The Office of Youth Services (OYS) believes that community is where our youth belong. While community is where hurt, fear, suffering, and trauma may occur; community conversely is where caring, restoration, forgiveness, and healing emerges and is fostered. Deep connections and relationships form the foundation for community, and our state statute, "*Aloha Spirit*" (HRS 5-7.5), describes how we may consider to exercise the power and life force of the *Aloha Spirit* on behalf of Hawaii's people: "*Aloha*' is the essence of relationships in which each person is important to every other person for collective existence. *Aloha* means to hear what is not said, to see what cannot be seen and to know the unknowable." *Aloha Spirit* is a way of life, an attitude, a way of being, that acknowledges the following:

*Akakai* – meaning kindness (grace), to be expressed with tenderness;  
*Lokahi* – meaning unity (unbroken), to be expressed with harmony;  
*Oluolu* – meaning agreeable (gentle), to be expressed with pleasantness;  
*Ha'aha'a* – meaning humility (empty), to be expressed with modesty;  
*Ahonui* – meaning patience (waiting for the moment), to be expressed with perseverance.

Our youth who are experiencing a lack of *Aloha* are involved with our juvenile justice system and need to be nourished and connected to healthy healing families and relationships. OYS cannot do this alone, we need community to be involved in multiple ways that truly reflect the intelligence and practical applications of *Aloha*. We need community to surround our youth with loving, authentic, courageous, strong and compassionate people, services and programs. Kupuna (respected elders), with their wisdom, role modeling, bridge to ancestors, and *Aloha* presence need to be connected with our youth and families. The resulting outcomes will be youth who are thriving, at peace with themselves and others, hopeful, mindful, and of service to the community.

*Aloha* is a life-long commitment that supports youth at-risk and their families. It supports their strengths and abilities to be successful in their schools and communities. It brings together a wide variety of stakeholders, parents and family members to strengthen collaboration, embrace wholeness, healing, and an awareness that we are Lokahi (unbroken, unity & harmony). This realization can provide many types of *Aloha* responses that meet the unique talents, needs and abilities of the youth who need our direction and help.

The OYS is seeking to implement in geographic regions statewide community-based Outreach and Advocacy services that will actively seek out youth at-risk or troubled youth and their families and provide advocacy services, including case management, integration of social services, referral for services, and restoration of youth to family and community. The needs of chronically truant, out-of-school, gang-involved, homeless/unsheltered, foster cared, runaway, intoxicated, pregnant or parenting, arrested, gay, lesbian, bisexual, or transgender, and out-of-control youth, especially of Micronesian, Hawaiian, Filipino, Samoan, and African-American ancestry are of special concern to the OYS. These youth are often not formally identified and connected to services, or are poorly served because of the inability of State agencies to integrate services or to provide appropriate, effective services at the critical junctures in the youth's life.

**B. Planning activities conducted in preparation for this RFP**

A Request For Information was conducted via the State Procurement Office, Procurement Notices for Solicitation Website. Written comments, suggestions, and other feedback for consideration in the scope of work and RFP requirements were requested by fax, mail or email through the Request for Information process between November 14 - 25, 2014. No written comments, suggestions, and other feedback were received by the due date. Information and data were also gathered from 3 years of service delivery of the requested service area.

**C. Description of the service goals**

The goals of Outreach and Advocacy are:

1. To provide community-based outreach. More specifically, to identify, contact, and build relationships with these at-risk and troubled youth and their families in their habitats, during hours that these youth are available.
2. To provide advocacy services that includes case management, integration of social services, referral for services, and restoration of youth to family and community.

**D. Description of the target population to be served**

The target population for the service includes youth ages 10 to 18 years old who are disconnected from their families and/or communities, and are youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system. Many of these youth may also be involved with the juvenile justice system and other systems of care.

**E. Geographic coverage of service**

The request is for services to be provided in various districts– Kauai, Oahu (Leeward, Honolulu, Windward, and Central), Maui, Molokai/Lanai, East Hawaii, and West Hawaii. Due to the limited amount of funds, not all districts will receive funding. The OYS reserves the right to make awards based on:

- 1) the uniqueness and appropriateness of the proposals in addressing outreach and advocacy issues of the specific communities focused on in the applicant's proposal; and
- 2) the configuration of outreach and advocacy services that the OYS deems as best for the State.

Should an insufficient number of acceptable proposals be submitted for a particular geographic region, the OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals for other regions in order to expand these acceptable proposals to cover these neglected regions.

**F. Probable funding amounts, source, and period of availability**

1. **Funding Period:** July 1, 2015 to June 30, 2017

2. **Approximate Total Amount of General Funds:** \$535,000 per year

Oahu	<u>\$250,000</u>
Maui	<u>\$ 60,000</u>
Kauai	<u>\$ 60,000</u>
Hawaii	<u>\$165,000</u>

*NOTE: Funds have not yet been appropriated for this service.*

3. The OYS anticipates funds to be awarded for one 24-month period, subject to the availability of funds and quality of program services. There may be a possibility for the extension of the initial award period to up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

4. There will be multiple awards granted.
5. The OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be modifications made to continue or to improve the services. Additionally, should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

## 2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## 2.3 General Requirements

- A. Specific qualifications or requirements, including but not limited to licensure or accreditation
  1. The Applicant shall comply with the Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201, which can be found on the SPO website (see Section 5, POS Proposal Checklist, for the website address).
  2. The applicant shall comply with other applicable federal cost principles and guidelines, as appropriate and as required by the source of funding.
  3. The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.
  4. The Applicant shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Applicant's work has been completed satisfactorily. The policy or policies of insurance maintained by the Applicant shall provide the following limit(s) and coverage:

### Coverage

### Limits

**Commercial General Liability**

**\$2,000,000 combined single limit**

<b>(occurrence form)</b>	<u>per occurrence</u> for bodily injury and property damage
<b>Automobile</b>	Bodily injury    \$1,000,000/ <u>person</u> 1,000,000/ <u>occurrence</u> Property damage \$1,000,000/ <u>accident</u>
<b>Professional Liability (if applicable)</b>	\$1,000,000/ <u>claim</u> \$2,000,000 <u>annual aggregate</u>

Each insurance policy required by this contract shall contain the following clauses:

1. *"The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii."*
2. *"It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Contractor's employees who use their own vehicles in the course of their employment.

The Applicant agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Applicant shall furnish a copy of the policy or policies.

The Applicant shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Applicant to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Applicant.

The procuring of such required policy or policies of insurance shall not be construed to limit Applicant's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Applicant shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Applicant is authorized by the Office of Youth Services to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Applicant agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

**B. Secondary purchaser participation**  
(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

There are no planned secondary purchases.

**C. Multiple or alternate proposals (Refer to HAR §3-143-605)**

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**  
(Refer to HAR §3-143-206)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of the State after all proposals are reviewed.

**E. Single or multi-term contracts to be awarded**  
(Refer to HAR §3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms: The initial term of the contract shall commence on or after July 1, 2015 and continue through July 30, 2017. Services are not to begin until a Notice to Proceed has been issued by the OYS. There may be a possibility for extension of the initial award period for two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.



## 2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

### A. Service Activities

#### 1. Service Framework (Minimum and/or mandatory tasks and responsibilities)

The Native Hawaiian Education Council (NHEC) has developed seven guiding themes for culturally responsive learning environments and is being adopted by the OYS as a framework for addressing youth issues to ensure youth have the opportunity to develop social, emotional, cognitive, behavioral and moral competencies and resiliency to enable them to achieve a successful transition to young adulthood:

- a. *'Ike Pilina* (Value of Relationship) enriching relationships between youth, family, people, places and things that influence their lives through experiences, their ancestors, culture, and traditions.
- b. *'Ike MauiLāhui* (Value of Cultural Identity) strengthening and sustaining cultural identity through practices that support learning, understanding, behaviors, and spiritual connections through the use of language, culture, history, traditions and values.
- c. *'Ike Kuana 'Ike* (Value of Cultural Perspective) increasing global understanding by broadening the views and vantage points that promotes contributions to local and global communities.
- d. *'Ike Na'auao* (Value of Intellect) instilling and fostering a lifelong desire to seek knowledge and wisdom, through the traditions and stories of our elders.
- e. *'Ike Ho'okō* (Value of Applied Achievement) developing multiple cultural pathways for achieving success in pursuing learning excellence.
- f. *'Ike Piko'u* (Value of Personal Identity) promoting personal growth, development and self-worth to support a greater sense of belonging, compassion and service toward one's self, family and community.
- g. *'Ike Honua* (Value of Place) developing a strong understanding of place, and appreciation of the environment and the world at large, and the delicate balance necessary to maintain it for generations to come.

Additionally, a trauma-informed care approach shall be incorporated in the service framework and delivery for youth at-risk. Studies have indicated the high prevalence of histories of trauma among youth who are placed in out-of-home care and/or involved with the juvenile justice system. It is estimated

that between 75-93 percent of youth entering the juvenile justice system annually have experienced some degree of traumatic victimization. It is vital that intervention services addressing youth problem behaviors be designed to work effectively with youth with histories of trauma, recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in their coping behaviors.

Services shall focus on both the youth and his/her family rather than solely on the behaviors/problems exhibited by the youth. The problem behavior that brings a youth to the attention of the juvenile justice system and other systems of care often has its roots in the family dynamics and may significantly impact the functioning level of both the youth and family. Therefore, applicants must utilize service approach that makes the family an integral part of the intervention process.

Applicants must be willing to implement creative and non-traditional approaches, such as meeting with the family in the home, shelter, or community, in order to engage youth and their families in the referral service. This is especially relevant for hard to reach/resistant youth and families.

## **2. Specific Program Activities**

### **a. Assess Community Needs, Resources, and Readiness**

- 1) Engage community members to actively participate in identifying and prioritizing needs and services offered to ensure the appropriateness of services for the targeted youth. Applicants shall make an assessment of the community's readiness for the proposed services, including identifying and justifying the need for services. Assessment shall also include information from reliable data sources, identified risk and protective factors, reports, studies, and strategic plans or planning efforts that substantiate needs of target group(s). Additional information may also include rates of various community social indicators such as illegal substance usage, delinquency, teen pregnancy, and other risky behaviors prevalent for youth of an identified community or geographic area proposed to be served.

### **b. Community-Based Outreach**

- 1) Identify and contact youth at risk and their families in their defined community and habitats during those hours (afternoons, evenings) they are available.
- 2) Engage and establish a good working relationship with youth and their families in order to increase the level of trust so that youth and families will engage in services.

**c. Required Activities: Case Advocacy Services**

- 1) Conduct and/or update intakes and assessments for youth and their families, including receiving police referrals 24-hours a day, seven (7) days a week.
- 2) Develop and/or update service plans with youth and their families using a family-driven approach.
- 3) Engage, motivate, and empower youth and their families in order to strengthen their support systems and capacity to act on their own behalf. Utilize a “circle of support” approach to strengthen the support system.
- 4) Provide information about the laws, the juvenile justice system, and community resources.
- 5) Provide information on referral options and assist families to link to services, such as counseling, employment, school, health, and other areas of need.
- 6) Advocate on behalf of youth and families in order to secure the necessary resources to achieve the goals and objectives identified in the service plans.
- 7) Provide follow-up services for three (3) months to ensure that any critical issues are stabilized and that appropriate linkages have been made.
- 8) For cases closed at intake, provide follow-up within two (2) weeks to ensure that any critical issue is stabilized and that appropriate linkages have been made.
- 9) Advocacy may be provided for up to 18 months, but not beyond the youth’s age of 21.

**d. Other Service Specifications**

- 1) Service Delivery and Approach. The applicant must be able to implement and consistently maintain a system of service delivery that reflects the service framework and provides each of the required activities.
- 2) Collaboration. The applicant must collaborate with other agencies in the State’s social service and juvenile justice system that may impact

or be impacted by services. Such collaborations may be effected informally or via formal Memoranda of Understanding.

- 3) Network and Connect. Assist to establish a network and integrated systems approach with other community resources to serve youth at-risk through formal agreements, sub-contractual arrangements, memorandum of agreement, and/or letters of agreements with other agencies and/or community groups. Coordinate with community resources to provide a temporary safe place for youth until referral and assessment services can be initiated.
- 4) Appraisals. Applicants must continuously monitor and evaluate via written instruments and regularly scheduled meetings with other public and private service providers to assess the quality of the Community Based Outreach and Advocacy, identify problems, and address areas of concern.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The Applicant shall maintain a plan for recruitment and retention of staff, and maintain staffing level ratios that specifically addresses handling of vacancies and absences.
- b. The Applicant shall detail the Applicant's staff pre-service and in-service training plan with scheduled completion dates and training topics, including suicide prevention/intervention, trauma informed care, and working with sexual minority youth such as the Lesbian, Gay, Bisexual, Transgender and Questioning youth. The training plan shall identify who will provide training and their qualifications.
- c. The Applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The Applicant shall conduct employment and reference checks on all employment Applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- d. The Applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current

employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.

- e. The program staff shall have appropriate qualifications and necessary training to provide the proposed services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.
- f. The Applicant shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.

## 2. Administrative

- a. The Applicant is required to meet with the State upon execution of the contract to discuss all aspects of the program.
- b. The Applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The Applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The OYS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the OYS reserves the right to add in additional or decrease funds at its discretion.
- e. The Applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- f. The Applicant may not charge youth and/or their families more than a token amount for program services.

- g. Subcontracting arrangements may be allowed if the Applicant is unable to provide components of the requested services directly. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.
- i. The successful Applicant will be required to enter into a formal written Contract with the Office of Youth Services in accordance with the laws, rules and regulations of the State of Hawaii. The RFP and Applicant's proposal shall be incorporated in the Contract by reference.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting Contract. Any deviations thereof must be specifically defined by the Applicant in its proposal which, if successful, will become part of the Contract.

The funds available for this project are limited. The OYS reserves the rights to contract for only those services which appear to be in the best interests of the OYS.

Upon award, the OYS will forward the formal Contract to the successful Applicant for execution. The Contract shall be signed by the successful Applicant and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the Applicant, or within such further time as the Executive Director may allow.

No such Contract shall be binding upon the OYS the Contract has been fully and properly executed by all the parties thereto and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the Contract during the fiscal year. Further, the Contract shall not be considered to be fully executed until the Department of the Attorney General of the State of Hawaii has approved the Contract as to form. The PROVIDER shall not provide any services until the Agreement is fully and properly executed.

Any work performed by the successful Applicant prior to receipt of a Notice to Proceed shall be at the Applicant's own risk and expense. The State of Hawaii and the OYS are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful Applicant prior to the receipt of a Notice to Proceed.

The OYS reserves the right to cancel the Contract without cause and to request new proposals for the work.

- j. No Supplementary Agreement shall be binding upon the OYS until the Agreement has been fully and properly executed by all parties thereto prior to the start date of Agreement and a Notice to Proceed has been issued. The PROVIDER shall not provide any services until the Agreement is fully and properly executed.

Any work performed by the successful Applicant prior to receipt of a Notice to Proceed shall be at the Applicant's own risk and expense. The State of Hawaii and the OYS are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful Applicant prior to the receipt of a Notice to Proceed.

The Provider is responsible to purchase or lease, with available funding, all the necessary supplies and equipment needed to perform the services. Prior approval must be obtained from the OYS for the initial purchase of equipment, furniture, supplies, etc. which are required for this Contract. Subsequent purchases of equipment above \$250 (that has a useful life of more than one year) shall require prior approval.

### 3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
  - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
  - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
    - i. Staff qualification, organization, and effectiveness.
    - ii. Outcomes planning, implementation, and evaluation.
    - iii. Collaboration (Informal and formal agreements and subcontracts).
    - iv. File maintenance and record keeping.
    - v. Facility accessibility, suitability, and safety.
    - vi. Transportation and other liability issues.
    - vii. Consumer satisfaction.

- 3) The Applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the Applicant.
- b. The Applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the Applicant must take corrective actions the OYS deems necessary in light of the evaluation data.

#### 4. Output and performance/outcome measurements

The Applicant shall submit a Performance Plan utilizing the outcomes framework, through the completion of OYS Form 4-1 which is attached to this RFP. To assist the Applicant in completing Form 4-1, A Crash Course in the Outcomes Framework (August 2003) is also attached.

- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements and specific changes in youth and family conditions, skills, attitudes, and/or behaviors.
  - 1) ***Performance targets describe the anticipated change in program participants*** that occurs as a consequence of the service provided. The performance target ***does not*** reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
  - 2) ***Milestones describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target.*** Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis.
  - 3) The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this OF, applicants must:
  - 1) Base program activities on an assessment of objective data about the relevant risk and protective factors for the target population and



communities the applicants propose to service.

- 2) Design and implement programs and activities for youth based on research or evaluation that provides evidence that the programs used impact knowledge, behavior and/or competencies of the youth involved or contribute to preventing/reducing risk factors and establishing/ strengthening protective factors related to healthy youth development.
  - 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS to review progress and results and to make necessary modifications and corrections.
  - 4) Evaluate programs to assess programs' ability to impact elements of youth development and the desired outcomes. Applicants must also assess progress toward achieving the proposed outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, to refine the performance targets and milestones, and to make informed decisions regarding future program directions.
  - 5) Use appropriate computer hardware and Microsoft software to record, monitor, and report various data.
- c. Applicants should propose up to three (3) performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to achievements made as a result of program participation.
- d. In order to facilitate the implementation of the OF and enhanced services, the OYS will:
- 1) Provide technical assistance in developing and refining outcomes, performance targets, and milestones during the term of the contract.
  - 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

## 5. Experience

Applicants shall have a minimum of three (3) years experience designing, implementing, managing, and/or evaluating youth development programs and conducting activities related to those proposed in response to this RFP.

## 6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

## 7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the Applicant's administrative office and the site(s) of service delivery.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period.

A monthly invoice for operational costs shall be prepared and submitted to the OYS by the 10<sup>th</sup> of each month in accordance with the agreed upon Compensation and Payment Schedule. Additionally, the PROVIDER shall submit a final invoice upon termination of the contract.

## C. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population and comply with Americans with Disabilities Act building requirements.

## 2.5 COMPENSATION AND METHOD OF PAYMENT

### Cost Reimbursement

The OYS shall consider cost proposals on a cost reimbursement pricing structure. The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the provider for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

Applicants shall be required to apply the Cost Principles on Purchase of Health and Human Services and other applicable federal cost principles and guidelines as appropriate and as required by the source of funding.

Payments shall be made monthly upon submission of an original invoice reflecting the cost of services provided during a specific month.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205 Budget  
SPO-H-206A Personnel - Salaries & Wages  
SPO-H-206B Personnel - Payroll Taxes and Fringe Benefits  
SPO-H-206C Travel - Inter-Island\*  
SPO-H-206D Travel - Out-of-State\*  
SPO-H-206E Contractual Services-Administration  
SPO-H-206F Contractual Services-Subcontracts  
SPO-H-206G Depreciation  
SPO-H-206H Program Activities  
SPO-H-206I Equipment Purchases\*

\*Expenditures require justification and prior approval.

If any one of the above forms is not applicable, please note as "N/A" on the form.